



# CITY OF BURBANK PUBLIC RECORDS REQUEST

Date Rcvd: \_\_\_\_\_  
Dept: \_\_\_\_\_  
Staff Name: \_\_\_\_\_

**REQUESTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**DAYTIME PHONE:** \_\_\_\_\_ **Preferred Format:** \_\_\_\_\_  
**EMAIL ADDRESS (if applicable):** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_

**PLEASE LIST YOUR RECORDS REQUEST AND PERTINENT INFORMATION BELOW (be specific):**

SUBJECT/TITLE	DATE	TYPE OF RECORD
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- 1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please Attach Additional Pages if Needed)

## **YOUR REQUEST WILL BE PROCESSED IN COMPLIANCE WITH THE PUBLIC RECORDS ACT.**

*California Government Code Section 6253. Each agency, upon request for a copy of record, shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefore. In unusual circumstances, the time limit prescribed in this section may be extended, by written notice by the head of the agency, or his or her designee, to the person making the request, setting for the reasons for the extension and the date on which a determination is expected to be dispatched. No notice shall specify a date that would result in an extension for more than 14 days. Per section 6255, certain records of a personal nature which may be part of an application shall not be disclosed where the City has determined that the public interest in disclosure is outweighed by the public interest in nondisclosure.*

## **For Office Use Only:**

**REQUEST COMPLETED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CHARGES:** \_\_\_\_\_ **TIME SPENT:** \_\_\_\_\_ **PAID:** \_\_\_\_\_

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	Fire		Community Development		Parks & Recreation		Burbank Water & Power
	Public Works		Finance		Management Services		City Treasurer
	Information Technology		Library				